



# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Review



### Minimum Grading and Drainage Site Plan Requirement

#### Site Data

1. ☐ Legal description, address, APN, QS, subdivision and lot number. If city has not assigned an address to the site, contact Records at (480) 312-2356.
2. ☐ Provide zoning on the site plan.
3. ☐ If the parcel is zoned R-4 HD, R-4R HD, R-5 HD, provide the case number for architectural elevation approval (DR or SA number).
4. ☐ Net lot area
5. ☐ Name, address and phone # of architect, engineer and owner on plan.

#### Plan Requirements

6. ☐ Vicinity map
7. ☐ North arrow on each site plan sheet
8. ☐ Written and graphic scale
9. ☐ Comply with the development standards of the Zoning District and/or Section VII of the Zoning District as indicated on the City reviewed marked up site plan.
10. ☐ Provide all wall/fence and retaining wall heights, both existing and proposed by elevation or footage. Heights shall include: Top of Wall / Top of Fence, Top of Footing, and Top of Retaining Wall (when applicable, e.g. cuts and fills).
11. ☐ Provide top of curb (if no curb, top of provide edge of road/pavement).
12. ☐ Dimension:
  - a. ☐ Property dimensions.
  - b. ☐ the Zoning District's required setback
  - c. ☐ the actual location of all proposed structures, including walls, on lot from the property lines.
  - d. ☐ the distance between building(s)/structure(s);
  - e. ☐ between structures on adjacent lots (when required by the Zoning District).
  - f. ☐ right-of-way, or private street tract from the centerline to the property line.
  - g. ☐ and identify existing and new easements, right-of-way, and improvements.
  - h. ☐ the additional dimensions indicated on the City reviewed marked up site plan.
13. ☐ Show topography (existing and proposed) at a maximum of 2' intervals; include any proposed drainage facilities.

14. ☐ Show all existing & proposed utility main and service line locations to structure & denote utility type.
15. ☐ Site walls shall be setback a minimum of 5' from a CA, COS, HC, or OS line.
16. ☐ Retaining walls shall be set a minimum of 5', or a one-foot for each foot of the total depth and height (bottom of footing to the top of the wall), which ever is greater from a CA, COS, HC, or OS line.
17. ☐ Site walls shall not be provided on the property line without providing the City of Scottsdale documentation from the adjacent property owner acknowledging that the site wall will be constructed on the property line, if the footing or wall crosses the property line.
18. ☐ Retaining walls shall not be provided on the property line without providing the City of Scottsdale documentation of a recorded private use and benefits easement on the adjacent property, if the footing or wall crosses the property line.
19. ☐ If a septic system (tank and seepage field) is/will be used, show and call out the location on the site plan.  
 The septic system shall not be located in NAOS easements.
20. ☐ Lowest finished floor elevation called out on plan using the 88 Datum. For remodels, the City of Scottsdale may have this information available at the Planning and Development Services Records Division located at 7447 E. Indian School Road, Suite 100; or by contacting division at 480-312-2356.
21. ☐  Solid walls shall not be permitted within or crossing a wash that has a water flow of 50 cfs or greater. Section 47-72.7.
22. ☐ Identify all boulders or boulder features that exceed 4' in width and 4' in height, or as otherwise required by zoning or Development Review Board approval.

#### Plan Notes

23. ☐ Pools require separate approval and permit.
24. ☐ Pools shall not be emptied or backwashed into washes, streets, NAOS, scenic corridors, on to an adjacent lot, or tract of land.
25. ☐ All mechanical equipment (air conditioner, pool equip. etc.) shall be screened a minimum of 1' above the highest portion of the equipment from all sides and shall be compatible with the adjacent building. Show location of equipment on site plan.

### Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Review

- 26. ☐ Guesthouse shall never be offered for rent. Guest homes on lots under 35,000 sq. ft. may not provide cooking facilities.
- 27. ☐ A guesthouse or accessory structure shall not exceed a gross footprint size greater than 50% of the foot print size of the principal building.
- 28. ☐ A registered surveyor shall stake and rope or fence the NAOS easement in accordance with the site plan and the easement legal description.
- 29. ☐ Temporary/Security Fencing that is required or is optionally provided shall be in accordance with the Zoning Ordinance and the Design Standards and Policies Manual.





### **Native Plant Requirements**

- 30. ☐ Comply with the Scottsdale Native Plant Ordinance (Chapter 46, Article V, of the City of Scottsdale's Revised City Code, and Section 7.500 of the Zoning Ordinance.)
- 31. ☐ Native plant inventory assessment: show locations of all protected species on a 24" x 36" Native Plant Plan or on the Grading/Drainage Site Plan. (Separate 8 1/2" x 11" native plant inventory assessments will not be accepted.)
- 32. ☐ Identify the name of the salvage contractor. A City of Scottsdale approved salvage contractor shall perform the native plant inventory assessment; the listing of approved salvage contractor is online at <http://www.scottsdaleaz.gov/codes/NativePlant/SalvageContractors.pdf>.
- 33. ☐ Add the following note to the Site Plan: No native plants are permitted to be disturbed do to construction and related activities associate with this approval.
- 34. ☐ Additions and modification shall inventory and indicate all native plants with in 50 feet of the improvement and the construction access to the area of improvements.
- 35. ☐ Identify the specific location of construction envelope on site plan. The construction envelope consists of an area enclosed by a line extending 15' out from all disturbances on lot, or as approved by the Development Review Board.

### **Natural Area Open Space (NAOS)**

#### **Site Plan and NAOS Requirements**

- 36. ☐ If the lots NAOS requirement are not predetermined during under the platting or land division process, provide the slope data calculations and table in accordance with the HD District.

- 37. ☐ Provide the square footage of required and provided NAOS including the undisturbed and disturbed percentage calculation. (Calculations must be provided.)
- 38. ☐ Show proposed and existing NAOS location on site plan.
- 39. ☐ Show all utility locations and service connections to structure including: water, sewer, septic and all dry utilities. (If connections encroach into NAOS, 5' of revegetation. to be shown on each side of utility line and accounted for in data table.)
- 40. ☐  NAOS areas dedicated adjacent to site walls shall be considered revegetated NAOS for the length of the wall, for a width of 5'.
- 41. ☐  NAOS areas dedicated adjacent to site retaining wall shall be considered revegetated NAOS for the length of the wall, for a width of 5 feet.
- 42. ☐  NAOS shall not be dedicated within 5' of a building.
- 43. ☐  NAOS dedicated w/in 10' of a bldg shall be considered revegetated NAOS for the length of the bldg.
- 44. ☐ Undisturbed NAOS: 75% min; disturbed NAOS: 25% max. Revegetated NAOS applied at 50% credit.
- 45. ☐ If a pool is to be constructed, and the only access to the pool location is through a designated NAOS area, a width of 10 feet (or a portion of the NAOS that would provide a 10 foot access width) for the length of the effected NAOS shall be considered revegetated NAOS

### **Required Dedication Documents**

- 46. ☐ Provide the originally signed City of Scottsdale Policy on Appeals of Dedications, Exactions, or Zoning Regulations form. This form is to be signed by the property owner.
- 47. ☐ Provide a Commitment for Title Insurance that includes a complete Schedule A and B. The City's requirement for an acceptable Commitment for Title Insurance may be obtained from the City's website at: <http://www.scottsdaleaz.gov/bldgresources/PlanReview/title.asp>.
- 48. ☐ Provide the original NAOS Easement dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)

### **Planning & Development Services Department**

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Review

- 49. ☐ Provide the original 8-½" x 11" legal description and exhibit for NAOS, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 50. ☐ Provide the original Scenic Corridor Easement dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 51. ☐ Provide the original 8-½" x 11" legal description and exhibit for Scenic Corridor Easement, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 52. ☐ Provide the original Multi-Use Trial Easement dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 53. ☐ Provide the original 8-½" x 11" legal description and exhibit for Multi-Use Trial Easement, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 54. ☐ Provide the original Right-of-way dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 55. ☐ Provide the original 8-½" x 11" legal description and exhibit for Right-of-way, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 56. ☐ Provide the original Non-vehicular Access Easement dedication form to be signed and notarized by owner(s). (Forms that contain fax information will not be accepted)
- 57. ☐ Provide the original 8-½" x 11" legal description and exhibit for Non-vehicular Access Easement, sealed by a registered professional. (Forms that contain fax information will not be accepted)
- 58. ☐ Provide the original, notarized confirmation of easement signed by all beneficiaries listed in Title Insurance Policy's/ Title Report's Schedule B, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted)
- 59. ☐ Provide the original, notarized confirmation of right-of-way signed by all beneficiaries listed in Title Insurance Policy's/ Title Report's Schedule B, if there are any liens or loans on the property. (Forms that contain fax information will not be accepted)

### Additional Requirements

#### Grading & Drainage Site Plan – Cuts and Fills

⚠ It is highly recommended to submit a pre-application early in the design development process of your application if cuts and/or fills are desired that may be 4 feet or greater to prevent delay and redesign costs. The City's North Area Principal Planner will review the Cut and fills at the pre-application meeting. Cut and fills 4 feet and greater should receive the proper City approvals prior to the 1<sup>st</sup> submittal.

⚠ Applications that do not receive these approvals prior to the first submittal may be determined as incomplete, and may be subject to the 1<sup>st</sup> review time frames and/or additional fees when they are resubmitted; subsequent submittals will be returned unreviewed regardless of how long the application is in the City for review.

- 60. ☐ ⚠ Cuts and fills exceeding 4' require a Staff Approval or the DRB approval as determined by the North Area Planner. Provide evidence of this approval with the case # on the plans. Plans will not be accepted for review until these approvals have been obtained. (Questions regarding these comments shall be directed to the Plan Reviewer, .)
- 61. ☐ Provide sections through the site and building as indicated on the City reviewed marked up site plan.

#### Architectural Elevation Plan Requirements:

- 62. ☐ Call out all heights above the Lowest Finished Floor88 (LFF88 or LF88) and/or elevations of roof parapet, top of the roof tile ridge, and chimneys.
- 63. ☐ ⚠ Measured from average natural slope (pre-disturbed) grade, the maximum building height shall not exceed 30 feet in accordance with the HD Zoning District.
- 64. ☐ ⚠ Measured from average natural slope (pre-disturbed) grade, the maximum building height shall not exceed 36 feet in accordance with the HD Zoning District.
- 65. ☐ ⚠ Measured from the average natural slope (pre-disturbed) grade, the maximum building height shall not exceed        feet in accordance with the amended HD Zoning District standards.

### Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Review

### Roof Height Analysis Plan

- 66. ☐ Provide a roof plan analysis.
- 67. ☐ The roof height plan shall include all natural topography at a maximum of 1' intervals.
- 68. ☐ Provide each LLF<sub>88</sub>/LF<sub>88</sub> on the plan.
- 69. ☐ Show and call out all roof parapets, and/or the top of the ridge tile above sea level elevation.

### Exterior Lighting Review

- 70. ☐ Provide 3 copies of the exterior lighting manufacture cut sheets on a 24" x 36" minimum paper size. Each exterior light cut sheet provided shall be legible. The cut sheet or plans shall clearly identify the light fixture manufacture number utilized, wattage, style. (State law prohibits Mercury Vapor lighting.) Please refer to the:  
[http://www.scottsdaleaz.gov/codes/Zoning/Interp/\\_docs/VisibilityExteriorLightingESL.pdf](http://www.scottsdaleaz.gov/codes/Zoning/Interp/_docs/VisibilityExteriorLightingESL.pdf)
- 71. ☐ Provide the electrical floor plan and/or site plan and indicate the location all exterior light fixtures.

### Revegetation Plans

- ☐ Provide 3 copies of a revegetation plan. A revegetation plan is required when revegetating NAOS total revegetation areas, slope and hillside revegetation, and any area that will be vegetated that is not enclosed by a wall (including cuts, fills, and previously disturb areas), if the revegetation area is greater than 100 sqft and/or is required by the SA/DRB approval. Providing a revegetation plan for the entire site to will assist in preventing delays in the Certificate of Occupancy and Code Enforcement action(s).

### Revegetation Plan Data

- 72. ☐ Project name
- 73. ☐ Vicinity map on cover
- 74. ☐ Zoning on cover
- 75. ☐ Parcel address on cover
- 76. ☐ Name, address, telephone number, fax number of the landscape architect or designer, and owner.

### Revegetation Plan Requirements

- 77. ☐ North arrow on each sheet
- 78. ☐ Written and bar scale on each plan sheet

- 79. ☐ When multiple plan sheets are used, a plan key shall be provided on the cover and the corresponding sheets.
- 80. ☐ Associated numbers, CDS numbers (plan check number) (this number is provided at the time the plans are logged into the city for review) numbers along right border or bottom right hand corner; a ¼" minimum lettering shall be used on all sheets.
- 81. ☐ The revegetation plans shall be drawn at the same scale as the grading and drainage /site plans.
- 82. ☐ Any berming or grading of 1' or greater must be shown on the grading and drainage plan.
- 83. ☐ The revegetation plans shall contain an overall plant palette
- 84. ☐ All plants utilized in the right-of-way shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area and the ESLO plant lists.
- 85. ☐ Each plant type shall be identified by its common and botanical name.
- 86. ☐ Each plant type shall have its own individual symbol. (When the same plant is utilized in multiple sizes, each size shall be identified separately.)
- 87. ☐ All plants shall be assigned a planting size; trees shall be identified by the caliber inch size.
- 88. ☐ All salvage plant material, deemed to be salvageable and to be relocated shall be identified by their common and botanical names.
- 89. ☐ Hydro-seed/hydro-mulch-seed mixtures shall be identified separately from the plant list. Each plant in the hydro-seed/hydro-mulch-seed mixture shall be identified by its common and botanical name.
- 90. ☐ The hydro-seed/hydro-mulch-seed mixtures schedule shall include the pounds of seed/mulch-seed per 1000 sqft.
- 91. ☐ Parcel dimensions shall be provided on the plans.
- 92. ☐ Identify the location of the construction envelope. (The construction envelope shall be shown as required by the ESL exemption table.)
- 93. ☐ All easements shall be shown and labeled, including NAOS.
- 94. ☐ All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
- 95. ☐ Show the location of all plants to be installed.

### Planning & Development Services Department






7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088





# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Review

96. ☐ Provide the sight distance triangles (SDT) and or/ Traffic Safety Triangle (TST) drawn in accordance to the Design Standards and Policy Manual, shall be shown to the curb line. 2004 DS&PM, Figures 5.3-26 (driveway and intersection), and 5.3-27 (corners): [www.scottsdaleaz.gov/design/DSPM](http://www.scottsdaleaz.gov/design/DSPM).
97. ☐ Plants in SDT and/or TST shall not exceed a maximum growth height of 2'-0", with the exception of trees. Single trunk trees may be placed in an SDT and/or TST as long as their canopies are maintained above 7' in height upon installation, as measured above the nearest street elevation.
98. ☐ Hydro-seed areas shall be clearly identified on the plans. Hydro-seed mixtures shall not be utilized as a major revegetation method, but as supplement to the maximum spacing between plants.
99. ☐ Surface treatment shall be replaced by raked native soils. Desert pavement (top-soil salvage) is encouraged. Decomposed Granite is prohibited in NAOS, and where visible off site.
100. ☐ Blue Stake note and phone number on the cover.
101. ☐ Identify methods utilized to preserve natural area open space in designated environmentally sensitive lands (see notes below).
102. ☐  All plants utilized to revegetated NAOS, and unenclosed areas to be landscaped shall comply with the Environmental Sensitive Lands Ordinance. All areas that are not enclosed shall utilize plants from the City of Scottsdale's Indigenous Plants for Environmentally Sensitive Lands Plant List. ESL Plant list may be obtained from the City's Website at: <http://www.scottsdaleaz.gov/codes/nativeplant/eslo.asp>.
- ☐  Any disturbance to a Scenic Corridor shall be revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines. The Scenic Corridors Design Guidelines may be obtained from the City's website at: [http://www.scottsdaleaz.gov/design/\\_docs/GL\\_ScenCor\\_06-08-05.pdf](http://www.scottsdaleaz.gov/design/_docs/GL_ScenCor_06-08-05.pdf).
103. ☐  Revegetated NAOS areas shall utilize plant species and density similar to the adjacent undisturbed areas. It is preferred that salvaged plant material is utilized in revegetated NAOS Areas.
104. ☐  New Landscaping shall be located so that there are no conflicts with public utilities. Trees and saguaros shall not be planted in the Public Utility Easements(s) or within 7'-0" of a public water line and/or public sewer line.
105. ☐  Revegetation plans are not permitted to include construction details for pools, retaining walls, walls or fences over three feet, and fireplaces. Any construction details pertaining to these items must be removed prior to approval. These details must be shall be included on the site plan, except pools and fire places. Pools and fire places require separate application review approval and permit.

### Revegetation Plan Notes

106. ☐ Minor modification to the approved revegetation plan may be approved or required by the Planning Inspection Services Staff.

### Revegetation Plan Notes Continued

107. ☐ All salvage plant relocation and revegetation shall be completed prior to the issuance of the Certificate of Occupancy.
108. ☐ Boulders and salvaged surface material shall be provided in a disturb area to match and blend with surrounding desert character.
109. ☐ Non-native decomposed granite shall not be provided in NAOS area or unenclosed areas.
110. ☐ Area within the sight distance triangles (SDT) is to be clear of landscaping, signs, or other visibility obstructions with a height greater than 2 feet. Trees within the safety triangle shall have a canopy that begins at 7 feet in height upon installation. All heights are measured from nearest street line elevation.
111. ☐ Retention/detention basins shall be constructed solely from the approved civil plans. Any alteration of the approved design (additional fill, boulders, etc.) shall require additional final plans staff review and approval.

### Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



# Single-Family Plan Requirements

## Hillside District (HD) Zoning Planning Review

- 112. ☐ All rights-of-way adjacent to this property shall be revegetated and maintained by the property owner.
- 113. ☐ No landscape lighting is allowed in the NAOS areas.
- 114. ☐ All signs require separate permits and approvals.
- 115. ☐ New landscaping, including salvaged plant material, and landscaping indicated to remain, which is destroyed, damaged, or expires during construction shall be replaced with like size, kind, and quantity prior to the issuance of the Certificate of Occupancy / Letter of Acceptance to the satisfaction of the Inspection Services Staff.
- 116. ☐ All revegetated NAOS shall be watered for 3 years. At the end of 3 years or once plant material has become established, the irrigation systems to the revegetated NAOS shall be permanently disconnected.
- 117. ☐ All landscape irrigation systems shall be separated from the domestic water supply by a backflow preventor in accordance with the City of Scottsdale MAG Supplement Standards Detail number 2354.
- 118. ☐ No irrigation shall be provided to undisturbed Natural Area Open Space (NAOS) areas.
- 119. ☐ Plants that are not indigenous to the ESL area shall be limited to enclosed yard areas, non-indigenous trees shall only be located in the rear yards, plant material that have the potential of exceeding twenty (20) feet in height is prohibited. Turf shall be limited to enclosed areas not visible from an offsite lower elevation.

### Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088